

NEW HAMPSHIRE STATEWIDE CONTRACT FOR BOOKS, NON-PRINT LIBRARY MATERIALS, AND RELATED ANCILLARY SERVICES

PLEASE USE BLACK INK OR TYPEWRITER WHEN
PREPARING YOUR BID. BE SURE YOU HAVE
INSERTED YOUR COMPANY'S NAME IN THE BOX

=> => => => => =>

Bidder

Ingram Library Services
Inc.

For Item I, Trade; Item II, Non-Trade;
and Item III, Textbook Publications,
a percent discount shall be offered as
follows: List less 0-43.2% Discount
For Item IV, Net Publications, a
handling charge shall be as
follows: \$ 0 each
Enter Zero if No Discount or No Charge

Paperback volume discounts are
based on purchase of multiple copies
of a single title.

PUBLICATIONS

	Item I	Item II	Item III	Item IV
	TRADE	NON-TRADE	Text-	NET
	Discount	Discount	Books	Handling
				Charge
<u>A.-E. PRINT</u>				
A. CLOTH BINDING				
Discount/Charge per copy	<u>43.2</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
Volume Pricing-Price Breaks				
for Single Title: <u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
<u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
<u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
B. LIBRARY BINDING				
Discount/Charge per copy	<u>18.0</u> %	<u>18.0</u> %	<u>18.0</u> %	\$ <u>0</u>
Volume Pricing-Price Breaks				
for Single Title: <u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
<u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
<u> </u> copies	<u> </u> %	<u> </u> %	<u> </u> %	\$ <u> </u>
C. PAPERBACKS, QUALITY				
Discount/Charge per copy 1 copy	<u>30.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
Volume Pricing-Price Breaks				
for Single Title: <u>2-4</u> copies	<u>35.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
<u>5-9</u> copies	<u>38.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
<u>10+</u> copies	<u>40.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
D. PAPERBACKS, MASS MARKET				
Discount/Charge per copy 1 copy	<u>30.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
Volume Pricing-Price Breaks				
for Single Title: <u>2-4</u> copies	<u>35.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
<u>5-9</u> copies	<u>38.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>
<u>10+</u> copies	<u>40.0</u> %	<u>10.0</u> %	<u>10.0</u> %	\$ <u>0</u>

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<p>Bidder Ingram Library Services Inc.</p>

PUBLICATIONS

	<u>Item I</u>	<u>Item II</u>	<u>Item III</u>	<u>Item IV</u>
	<u>TRADE</u>	<u>NON-TRADE</u>	<u>Text-</u>	<u>NET</u>
	<u>Discount</u>	<u>Discount</u>	<u>Books</u>	<u>Handling</u>
				<u>Charge</u>
E. PREBOUND HARDBACKS				
Discount/Charge per copy	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
Volume Pricing-Price Breaks				
for Single Title: _____ copies	<u>- %</u>	<u>- %</u>	<u>- %</u>	<u>\$ -</u>
_____ copies	<u>- %</u>	<u>- %</u>	<u>- %</u>	<u>\$ -</u>
_____ copies	<u>- %</u>	<u>- %</u>	<u>- %</u>	<u>\$ -</u>
F. <u>NON-PRINT AND OTHERS</u>				
Discount/Charge for single unit				
1. Audio Cassettes (music, educational, etc.)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
2. Audio Visual Materials	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
3. Books on Tape Abridged	<u>45.0 %</u>	<u>10.0 %</u>	<u>N/A %</u>	<u>\$ 0</u>
4. Books on Tape Unabridged	<u>45.0 %</u>	<u>10.0 %</u>	<u>N/A %</u>	<u>\$ 0</u>
5. CD-ROM (fixed price only- no online services)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
6. CD-ROM (additional discount if offered in conjunction with an online service)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
7. CDs (music, etc.)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
8. Encyclopedias	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
9. Laser Disc	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
10. Maps	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
11. Microcomputer Software (educational)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>
12. Microform (Microfiche and microfilm)	<u>No Bid%</u>	<u>No Bid%</u>	<u>No Bid%</u>	<u>\$ No Bid</u>

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PUBLICATIONS

	<u>Item I</u>	<u>Item II</u>	<u>Item III</u>	<u>Item IV</u>
	<u>TRADE</u>	<u>NON-TRADE</u>	<u>Text-</u>	<u>NET</u>
	<u>Discount</u>	<u>Discount</u>	<u>Books</u>	<u>Handling</u>
				<u>Charge</u>
13. Slides	<u>No Bid</u> %	<u>No Bid</u> %	<u>No Bid</u> %	<u>\$ No Bid</u>
14. Video Tapes (feature film, educational, etc.)	<u>25.0</u> %	<u>N/A</u> %	<u>N/A</u> %	<u>\$ 0</u>
15. Other (please specify)				
<u>DVD</u>	<u>24.0</u> %	<u>N/A</u> %	<u>N/A</u> %	<u>\$ 0</u>
<u>Continuations</u>	<u>30.0</u> %	<u>8.0</u> %	<u>8.0</u> %	<u>\$ 0</u>
<u>Net titles</u>	<u>0.0</u> %	<u>0.0</u> %	<u>0.0</u> %	<u>\$ 0</u>
_____	_____ %	_____ %	_____ %	_____ \$
_____	_____ %	_____ %	_____ %	_____ \$
_____	_____ %	_____ %	_____ %	_____ \$
_____	_____ %	_____ %	_____ %	_____ \$
_____	_____ %	_____ %	_____ %	_____ \$

Volume Pricing-Price Breaks for
Section F for Multiple Units-List
Non-Print Sub-Item Numbers:
(Aggregate pricing to be offered
on subsequent pages)

No. _____	_____ units	_____ %	_____ %	_____ %	<u>\$ -</u>
No. _____	_____ units	_____ %	_____ %	_____ %	<u>\$ _____</u>
No. _____	_____ units	_____ %	_____ %	_____ %	<u>\$ _____</u>
No. _____	_____ units	_____ %	_____ %	_____ %	<u>\$ _____</u>
No. _____	_____ units	_____ %	_____ %	_____ %	<u>\$ _____</u>

Charge

Services-Specify

G. SERVICES
See Page 20,
"Detailed Specifications."
Bidders to specify the
services they offer.

Processing and Cataloging services offered for book
purchases from Ingram:

- | | | |
|-----------------|-------------------------|---|
| 1. Catalog Kits | \$ <u>0.69</u> per book | catalog card(s), pocket spine and
pocket labels, unattached. |
|-----------------|-------------------------|---|

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Ingram Library
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Bidder Ingram Library Services Inc.

See "Discounts," "Aggregate Discounts," clauses and "Detailed Specifications."

Please specify the amounts that apply in the left column and the discounts to the right of the solid line.

Ingram is not offering an aggregate discount. Please see proposal for details.

DISCOUNTS

VOLUME PRICING-PRICE BREAKS for agency's aggregate purchase in dollars. Please specify the amount that applies:

\$ _____
\$ _____
\$ _____

Item I	Item II	Item III	Item IV
TRADE	NON-TRADE	Text-	NET
Discount	Discount	Books	Handling
			Charge
			\$ or %
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____

VOLUME PRICING-PRICE BREAKS for aggregate contract purchases in dollars statewide:

\$ _____
\$ _____
\$ _____

_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____

OTHER VOLUME PRICE BREAKS AND/OR DISCOUNTS - Bidder to explain:

\$ _____
\$ _____
\$ _____

_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____

Electronic Access Ordering Discount
Prepayment Plan Discount
Deposit Account Discount
Approval Plan Discount
Please Explain

_____ %
_____ %
_____ %
_____ %
_____ %

Same discounts apply to electronic orders.
Ingram does not offer an approval plan.
Payment terms are 2%10/Net 30.

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Bidder Ingram Library
Services Inc.

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1. Number of years in business (three years minimum required):
In lieu of three years, previous experience may be considered
or five references may be provided.
See "Qualification of Bidder" clause.

2. If bidder does not meet the three-year requirement, has either
documentation of previous experience or the required five
references (including company name, contact person, complete
address, telephone and fax numbers) been attached?
_____ YES _____ NO

3. Does bidder offer an electronic access ordering system (optional)?
_____ x YES _____ NO

4. If yes, name of computer software system offered for electronic
access ordering system: ipage and FlashBack

5. Is 24-hour rush delivery available (optional)?
_____ x YES _____ NO

6. If yes, is there an additional charge for 24-hour delivery?
_____ x YES _____ NO

7. If there is a price additional for 24-hour delivery, on what basis
(state "0" if none)? Library pays freight.
Charge: \$ _____

8. Is bidder offering foreign product?
If yes, please identify: _____
_____ YES _____ x NO

9. Toll-free numbers for state procurement use
(see "Toll-Free Numbers"): Telephone: 800-937-5300 Fax: 800-677-5116

10. If a toll-free number is not currently available, is bidder willing
to establish a toll-free number, if awarded a contract?
_____ YES _____ NO

11. Is bidder prepared to submit the required financial statements
within five business days of request (see "Financial Stability"
clause)?
Ingram is a privately held corporation. We have provided bank references.
_____ YES _____ x NO

12. Guaranteed Delivery (Number of calendar days required to
ship 95 percent of typical order)?
60 Days A/R/O on items
on Ingram's database.

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Bidder	Ingram Library Services Inc.
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13. In the event you may be successful in receiving an award, please provide the following information for inclusion in the Notice of Contract Award to be sent to customer agencies:

Company Name: Ingram Library Services Inc.

Street Address: One Ingram Blvd.

P.O. Box: PO Box 3006

City, State, Zip: La Vergne, TN 37086-1986

Contact Person (please print or type): Ann Breckenridge, Account Manager

Telephone Number: 800 937-5300
Local _____

Fax Number: 800 677-5116 (for orders only)
Local _____

Internet Address (E-mail): ann.breckenridge@ingrambook.com

WWW Site: www.ingramlibrary.com

14. Is the pricing offered the same or lower than that offered to other corporations, institutions, and government agencies' on similar items, quantities, terms and conditions:

_____ YES ☒ NO

If no, please explain: Please see Proposal for details.

15. EXCEPTIONS: Does bidder take exception to any of the terms and conditions stated herein?

☒ YES _____ NO

If "YES", please explain in detail:

Ingram can not provide reporting as requested.

BOOK PROCESSING SPECIFICATIONS

Welcome to book processing from Ingram Library Services. This form is designed to accommodate your needs, whether you choose our Shelf-Ready Option Packages (Section One) or select a combination of Component Processing options (Section Two). You need only to complete one section so please complete processing location requirements relevant to your needs.

Please choose the type of processing that best suits your needs and fax or mail the form to Ingram Library Services. For assistance in filling out this form, please contact your account representative or one of our processing specialists at 1-800-937-5300, option #1

shelf-ready option packages

These option packages are only available from La Vergne, Tennessee (East) or Roseburg, Oregon (West). Any accounts set up with these packages require a completed cataloging profile. No substitutions are included in this Shelf-Ready Option Package.

OPTION 1

☒ 69¢ per book

CATALOG CARD KITS: Catalog card(s), pocket, spine and pocket labels, unattached.

OPTION 2

☐ 95¢ per book

KIT PLUS MYLAR: Mylar jacket (attached), catalog card(s), pocket, spine and pocket labels, unattached.

OPTION 3

☐ 95¢ per book

AUTOMATED PROCESSING: Mylar jacket (attached), spine label (attached or unattached), bar code label (attached or unattached), and MARC record.

OPTION 4

☐ \$1.05 per book

AUTOMATED PROCESSING PLUS: Mylar jacket (or label protector as appropriate), catalog card(s), spine and pocket labels, pocket, and a property stamp (one).

If you have chosen option 2, 3 or 4, please complete the following instructions:

☐ MYLAR (available only on books with dust jacket)

☐ Taped

☐ Unattached

☐ Glued

☐ Affix over maps/illustrations/writing

☐ CATALOG CARD SETS (please include completed cataloging profile)

☐ Shelf list card only

☐ Card set per book

☐ Card set per title

☐ Inserted in pocket

☐ Packed separately

☐ **BOOK POCKET** (choose location and placement)

(Note: On books receiving mylar, pockets cannot be located on the inside front and inside back covers.)

- Location: ☐ Front flyleaf ☐ Back flyleaf
☐ Front inside cover ☐ Back inside cover
- Placement: ☐ Centered ☐ $\frac{1}{2}$ " from _____ edge
☐ Flush with bottom ☐ Affix over maps/illustrations/writing
☐ Other: _____

Alternate location if maps/illustrations/writing are present: _____

☐ **SPINE LABEL & LOCATION** (please include completed cataloging profile)

- ☐ Label unattached ☐ $\frac{1}{2}$ " from bottom book edge
☐ Flush with bottom book edge ☐ Label _____ inches from bottom book edge
☐ Attach label on dust jacket (or on book spine if no dust jacket)
☐ Attach label only to book spine (under dust jacket)
☐ Other: _____

Label placement: ☐ Horizontal (text) ☐ Vertical (text)

Alternate locations for spine label placement if:

- ☐ Spiral bound materials: _____
☐ Narrow spine books (*Ingram standard is to wrap to front if all call number is not readable*):

☐ No Spine Book: _____

☐ **PROPERTY STAMP** (please specify exact location and ink color. Please provide a stamp impression in the space provided)

Location(s): _____

- ☐ Black ink ☐ Red ink
☐ Ingram-supplied ☐ Customer-supplied (Two stamps per distribution center)

Stamp Impression

☐ **BAR CODE LABELS**

- ☐ Attach one (1) bar code label supplied by Ingram (please include completed cataloging form)
☐ Attach bar code label(s) supplied by Library (please send when returning this form)

Location: _____

Label Placement: ☐ Horizontal ☐ Vertical top to bottom ☐ Vertical bottom to top

NOTE: In the event you wish to have paperback covers applied on shelf-ready materials, please complete the Paperback Covers section in the Component Processing section on page 4. An additional charge will be applied.

☐ **THEFT DETECTION OPTIONS & LOCATIONS**

30¢ per book

☐ 3M Tattle Tape™ (circle one: sensitized/de-sensitized)

☐ Checkpoint label 320 (9.5 MHz)

☐ Customer supplied (please send with this form)

Location: _____

Alternate Location: _____

☐ **PAPERBACK COVERS (KAPCO® Easy cover II™ book covers)**

\$1.65 per book

☐ 15 mil ☐ 5 mil

☐ Mass market only

☐ Trade paper only

☐ Mass market & trade paper

☐ **SPINE TAPE (Choose one or both. Price is per application)**

65¢ per book

☐ Inside spine

☐ Outside spine

☐ **BRANCH LABEL(S) & PLACEMENT**

(Available only when library-supplied—please send with form)

10¢ per book

Provide _____ (1-3) label(s)

Location: _____

☐ **SPECIAL MARKING OR LABEL & PLACEMENT**

(Available only when library-supplied—please send with form)

10¢ per book

Description: _____

Location: _____

☐ **AUTHOR INITIAL LABEL & PLACEMENT**

(Available only when library-supplied—please send with form)

10¢ per book

Location(s): _____

☐ **GENRE LABEL & PLACEMENT**

(Available only when library-supplied—please send with form)

10¢ per book

Each genre will require a separate account.

Location(s): _____

☐ **MARC RECORDS (Please include completed cataloging profile.)**

25¢ per record

\$2.00 per diskette

☐ 3 1/2" Diskette

☐ FTP

BOOKS ON CASSETTE (cataloging not provided)

If there are six or more cassettes per title, additional cases will be required. Your account will be billed for each additional case that is needed

☐ White clam case (price includes cut and paste)

\$2.50 per case

☐ Clear alpha case (price includes cut and paste)

\$2.00 per case

Please use the attached illustrations to further clarify placement of product on books and cassettes. Please be sure to include measurements in inches.